



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 604.9

Job Title: **FIRST ASSISTANT CITY ATTORNEY**

Pay Grade: 37

GENERAL SUMMARY:

Assists the City Attorney in planning, directing and administering the responsibilities of the City Attorney's office.

RESPONSIBILITIES:

- Coordinates the administrative activities of various or specific divisions of the department as assigned by the City Attorney.
- Advises and assists the City Attorney in developing departmental programs and policies which are consistent with the law.
- Composes correspondence and prepares drafts on sundry departmental matters and audits and edits material as needed.
- Prepares and presents information for public release in regard to various activities of the department.
- May meet with employee, governmental, business, professional, civic and other groups to discuss, interpret and explain departmental policies, programs and objectives as they relate to the community.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

More than ten years of experience in the practice of general civil law or specialized municipal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is very nonstandardized and moderately broad in scope, involving many complex and significant variables. Complex analytical ability and inductive thinking are required in adapting policies, procedures and methods to fit unusual and very complex situations.

IMPACT OF ACTIONS:

Errors in work lead to major costs and problems; impacts are typically short-term but may have some affect on the long-term performance of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the Mayor and/or City Council Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Intern
Assistant City Attorney I
Assistant City Attorney II
Assistant City Attorney III
Senior Assistant City Attorney I
Senior Assistant City Attorney II
Senior Assistant City Attorney III
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
First Assistant City Attorney
Deputy City Attorney

Effective: October 1990

Revised: June 1995